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Approved For Release 2005/11/21 : CIA-RDP78-03568A000200020043-0

PROCUREMENT OFFICE

OFFICE OF THE CHIEF

<u>T/O</u>	<u>ON DUTY</u>	<u>VACANCIES</u>	<u>REQUESTED INCREASE</u>
		0	2 (1) Supply Officer GS-13 (1) Clerk GS-5

JUSTIFICATION: Supply Officer, to be detailed to OSO, will serve as Procurement Office representative on all matters pertaining to OSO overseas supply requirements and will ascertain that operational requirements are met on a timely basis. In addition, furnishes guidance on all procurement and supply matters and property accountability procedures.

already included in OSO TO.

Clerk, to be detailed to OSO under direct supervision of Supply Officer, serves as requisition clerk. Responsible for having knowledge of Warehouse stock and for preparation of requisitions for approval of Supply Officer.

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CONTROL SECTION

<u>T/O</u>	<u>ON DUTY</u>	<u>VACANCIES</u>	<u>REQUESTED INCREASE</u>
		0	2 (1) Clerk-Steno GS-4 (1) File Clerk GS- 2 3

JUSTIFICATION: Due to increases in volume of work, the assignment of two additional employees is required to perform stenographic, general clerical, and filing duties. The Control Section, a newly established activity, has experienced considerable delay in processing material due to the lack of additional personnel. Their immediate assignment is urgently requested.

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PROCUREMENT OFFICE

PROCUREMENT PLANNING DIVISION

T/O	ON DUTY	VACANCIES	REQUESTED INCREASE
25X1			4
		Office of Division Chief	Priorities and Allocations Branch
		(1) Ass't Chief	GS-13 (1) Priorities Officer GS-11
25X1		(1) [redacted]	GS-11 (1) Priorities Analyst GS-9
		(1) Civilian Requirements	(1) Priorities Clerk GS-5
		Officer	GS-9 (1) Clerk-Steno GS-4
		(1) Clerk-Typist	GS-3

JUSTIFICATION: Due to the current domestic and world situation, it is apparent that certain categories of materiel will be placed under immediate governmental controls. With rationing being the ultimate means of providing an adequate control, it is recommended that this office be authorized an increase of four employees who will be responsible for providing necessary liaison with other governmental officials and, in addition, will be responsible for allocating rationing coupons to authorized operating activities of CIA. If authorization is granted, it is requested that the organizational title of this activity be established as follows:

Procurement Office
Procurement Planning Division
Priorities and Allocations Branch

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PROCUREMENT OFFICE

PROCUREMENT AND CONTRACT DIVISION

T/O ON DUTY VACANCIES

REQUESTED INCREASE

25X1

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Office of Division Chief
(1) Contract Inspector GS-12
Civilian Contract Section,
Contract Branch
(1) Procurement Officer GS-9
Office of Chief, Special
Purchase Branch
(1) Clerk-Stenographer GS-4

12
Office of Division Chief
(1) Clerk-Typist GS-3
Civilian Contract Section,
Contract Branch
(1) Procurement Officer GS-7
(1) Procurement Officer GS-7
(1) Clerk-Stenographer GS-4
(2) Clerk-Typists GS-3
Civilian Purchase Section,
Purchase Branch
(1) Procurement Officer GS-9
(1) Procurement Officer GS-7
(2) Clerk-Typist GS-3
Special Purchase Branch
(1) Procurement Officer GS-9
(1) Procurement Officer GS-7

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JUSTIFICATION: Known procurement requirements over the next six months are estimated at nine times the present procurement program. It is urgently requested that immediate consideration be given to the requested personnel increase in order that the anticipated work load can be adequately and efficiently handled.

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SUPPLY DIVISION

	<u>T/O</u>	<u>ON DUTY</u>	<u>VACANCIES</u>		<u>REQUESTED INCREASE</u>	
25X1					22	
			Office of Division Chief		Office of Division Chief	
			(1) Cataloging Analyst	GS-11	Field Property Control Branch	
			Field Property Control Branch		(1) Property and Supply Officer	GS-7 ✓
			(1) Clerk-Typist	GS-3	Departmental Warehouse Branch,	
			Departmental Warehouse Branch,		Office Equipment and Maintenance Section	
			Property Stock Control Section		(2) Cabinet Maker's Helper	CPC-4 ✓
			(1) Clerk-Typist	GS-3	Operational Warehouse Branch	
			Operational Warehouse Branch		Office of the Chief	
			Office of the Chief		(1) Clerk-Typist	GS-3 ✓
25X1				GS-9	Operational Supply Section	
			Signal Supply Section		(1) Storekeeper (General)	GS-4 ✓
25X1			(1) Head	GS-9	Packing, Crating, and Shipping Section	
					(1) Storekeeper (Receiving)	GS-4 ✓
				UG-14	(1) Sawyer	UG-11 ✓
			Warehouse Section		(1) Sawyer's Helper	UG-5 ✓
			(1) Clerk-Typist	GS-3	(4) Box Assembler	UG-6 ✓
			(7) Stores Laborers	CPC-3	(4) Table Packer	UG-8 ✓
					(4) Conveyor Packer	UG-5 ✓
					(2) Carpenter (Crating & Blocking)	UG-12 ✓
					(1) Leader Fork Lift Operator	
					(Weighing and Cubing)	UG-8 7 m.s.

JUSTIFICATION: Due to the present and anticipated work increase in warehousing operations, it is requested that approval be granted to increase the Supply Division T/O as requested. Positions requested have been fully studied relative to the increased work load. Indicated

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Procurement Office
Supply Division

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below is justification for each position indicated:

(1) Property Control Officer: To be assigned to Field Property Control Branch, with responsibility for assisting in the maintenance of stock record cards, establishing property records for newly activated accounts, and, as directed, assisting the Automotive Control Officer.

(1) Cabinet Maker's Helper: To be assigned to the Office Equipment and Maintenance Section with responsibility for assisting in refinishing and reconditioning furniture and equipment for subsequent re-issue to operating activities of CIA.

(1) Clerk-Typist: To be assigned to the Office of the Chief, Operational Warehouse Branch, to assist in preparation of memoranda and reports. In addition, will assist the Signal Supply Section in accomplishing clerical details.

(1) Storekeeper: To be assigned to the Operational Supply Section. Increased volume of issues and maintenance of stock necessitates the assignment of one additional employee to this section. Activities of this operation will greatly increase in the very near future.

Packing, Crating and Shipping Section: Increases in cargo operations necessitate the assignment of 18 additional personnel as indicated. Cargo operations must be fulfilled on a current basis for adequate support of overseas operating activities.

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